

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – September 28, 2021

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on September 28, 2021, at 5:30 p.m. by Keith Eschleman, Assistant Secretary/Assistant Treasurer. It was held at the Reading Parking Authority, 613 Franklin Street, Reading, PA 19602, pursuant to notice published and posted according to law.

Due to the COVID-19 pandemic, some of the RPA Board members participated in the meeting remotely via Zoom. The physical meeting was closed to the public, but notice published and posted prior to the meeting provided members of the public with information to listen to and take part in the meeting. A recording of the meeting was made.

Individuals Present

RPA Board Members:

Timothy J. Profit, Chairperson (*participated remotely*)

Daniel Laws, Vice-Chairperson

Julia Domena, Treasurer (*participated remotely*)

Maritza Colon, Secretary (*participated remotely*)

Keith Eschleman, Assistant Secretary/Assistant Treasurer

Others Present: Nathan L. Matz, Executive Director; Michael McGrath, Director of Finance; Bart Ganster, Director of Operations; Kristen Stubblebine, Communications & Special Project Manager; and Mahlon J. Boyer, Esquire, General Solicitor.

Members of Public: Jeremy Long, Reading Eagle and Diane Benson.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Roll Call.

A roll call to confirm all individuals present for the meeting, whether in person or remotely, was taken. A quorum of the Authority's Board of Directors was present.

5) Public Comment.

There was no public comment.

6) Approval of Minutes.

Minutes from the previous regular meeting of the Authority's Board of Directors were circulated to the members of the Board prior to the meeting. There being no requested revisions, Mr. Profit made a motion to approve the minutes of the meeting held on August 17, 2021. Second by Ms. Colon. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for September 2021, which totaled \$1,111,077.18. The proposed payables were sent to the Authority's Board of Directors prior to the meeting. Mr. McGrath said that the payables were normal. He said that the two largest payments were Nathan's Contracting and a Fulton Bank loan payment. Mr. Profit made a motion to approve the proposed payables for September 2021. Second by Ms. Colon. The motion passed unanimously.

8) General Solicitor Report.

a) Firewall contract with Omega

Mr. Boyer said that the Authority had been in contact with Omega Systems, its current IT provider, to discuss the replacement of the Authority's firewalls. Mr. McGrath said that the current firewall hardware and software will reach its end of life cycle in November 2021. Therefore, the Authority must replace all firewalls at each garage and the Authority's main office, which is a total of 10 locations. He noted that firewalls are needed for PCI compliance (Payment Card Industry). The Authority accepts credit card payments at each garage and the Authority's main office and the Authority must therefore adhere to strict credit card standards. The proposed firewalls meet these required standards.

Mr. McGrath said that the Authority reviewed 3-year and 5-year firewall coverages with Omega. Omega is providing COSTARS pricing for the proposed firewalls. Mr. McGrath recommended the 5-year coverage because it will save approximately \$1,200.00 per year and the proposed hardware and software has a life cycle greater than 5 years. The total cost for the firewall replacements for the 5-year coverage is \$36,792.56. Mr. Profit made a motion to approve the purchase of the firewall replacements from Omega Systems at the noted cost. Second by Ms. Domena. The motion passed unanimously.

b) Parking Violation Penalties

Mr. Boyer said that City Ordinance 576-416 currently imposes a penalty for unpaid parking violations if the violation is not paid within 10 days. There is an additional penalty assessed if the violation is not paid within 30 days. The Authority has started to use paperless violations for

double parking and street sweeping violations. Unlike other parking violations, a ticket is not printed and placed on a vehicle's windshield. Instead, the violation is mailed to the person against whom a violation is issued. However, the Authority has been experiencing some difficulties with the mailing of the violations because the violations are reaching individuals close to or after the first 10-day penalty phase has expired. Therefore, the Authority wants to expand the penalty phases from 10/30 days to 30/60 days.

Mr. Profit said that the Authority is always looking for proactive measures to be fair. The Authority recognizes the current difficulties in using the mail system. The Authority wants to be accommodating, but safety violations must be enforced. Mr. Profit made a motion to approve the expansion of the penalty phases under City Ordinance 576-416 from 10/30 days to 30/60 days with the expanded penalty phase to be applied to all violations. Second by Mr. Eshelman. The motion passed unanimously.

9) Executive Director Report.

a) Construction update

Mr. Matz said that the steel beams needed for the full length stem replacements at the Reed & Court Garage have arrived. The work at the Reed & Court Garage will be completed in January 2022. Mr. Matz also said that it will be necessary to close the Poplar & Walnut Garage for some of the remaining construction work there. The garage will be closed during the weekend of October 1 through October 3 and the weekend of November 12 through November 14, 2021. Those weekends were chosen as ones that will have the smallest impact on customers. It was decided to perform the necessary work over two weekends because it would have otherwise stretched over a 6 week period.

b) Ordinance changes

Mr. Matz said that he will appear before City Council at its Committee of the Whole Meeting on October 4, 2021, to discuss the metering of loading zones.

c) Events

Mr. Matz said that there was a large downtown event recently. The Authority staff did a great job in assisting visitors. The Authority received no complaints. There was a great user experience. Mr. Profit thanked the Authority and its staff for doing a good job for this event.

d) Meter Rates

Mr. Matz said that the Authority's Board of Directors had previously reduced meter rates from \$2.00 per hour to \$1.00 per hour. That reduction of the meter rates was set for a 6 month period. That has now expired. However, at the request of City Hall, the Authority is going to maintain the \$1.00 per hour meter rate.

e) Other matters

Mr. Matz said that the Authority is going to hold a meeting with members of the public on October 18, 2021, at 5:00 p.m. at the Doubletree Hotel. Flyers with information regarding the Authority, parking and other matters will be issued to the members of the public. The flyers will discuss frequently asked questions and will be printed in both English and Spanish. Mr. Profit said that the proposed meeting is important to give a voice to the residents of the City.

Mr. Matz said that the Authority's recently purchased surface lot at 423 Schuylkill Avenue has new paint, mulch and signage. He said it looks great. All of the spaces in the parking lot have already been reserved.

10) Director of Finance Report & Administration Report

Mr. McGrath submitted his finance report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

11) Director of Operations Report

Mr. Ganster submitted his operations report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

12) HR Report.

No report.

13) Office Administration Report

Cindy Sanzo and Abril Ortiz submitted their office administration report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

14) Communications & Special Projects Report

Kristen Stubblebine submitted her communications and special projects report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

15) Board Member reports

Mr. Laws asked if there was any way for the Authority to support the Reading School District with the parking and bussing issues it is facing. He noted in particular the issues faced at the Central Middle School and the double-parking that occurs there. He said that there is a safety issue for children due to the traffic. Mr. Profit said this is an issue that should be discussed with City Hall.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on October 19, 2021, at 5:30 p.m. at the Reading Parking Authority. The meeting will be a hybrid of in-person attendance and via Zoom. An executive session will be held and will start immediately after the conclusion of the public meeting.

19) Adjourn.

Mr. Profit announced that an executive session was going to be held to discuss personnel matters and pending litigation with no board action to be taken upon the conclusion of the executive session.

There being no further business of the Board, the meeting was adjourned at 6:04 p.m.